

## **COMPULSORY ITEMS FOR ALL STUDENTS**

**On the day of admission please bring the following items:-**

- ❖ 4 recent coloured passport photographs (not selfie)
- ❖ Games kit: Navy Blue with white stripes (shorts & tops)
- ❖ Personal effects
- ❖ This letter of admission
- ❖ **Fees (see attached fee structure page 2)**
- ❖ JK printing papers
- ❖ Fool Scalps

### **Originals and photocopies of:**

- ❖ National Identity Card
- ❖ Birth certificate,
- ❖ K.C. S. E & K.C.P.E Certificate **or** Result slip,
- ❖ Form four Leaving certificate.

## **SECRETARIAL STUDIES REQUIREMENTS (DIPLOMA/CERTIFICATE)**

### **Stationery**

- Shorthand pads - dozen
- Shorthand Pencils – staedler HB 110 – 2 dozen (made in Great Britain)
- Biro Pens (6) Blue/Black
- 200 Pages Exercise Books (ruled) A4 – 1 dozen
- 1 ream of foolscaps paper
- Spring files <sup>1</sup>/<sub>2</sub> dozen
- 1Scientific Calculator
- 1 ream printing papers

### **Textbooks - Compulsory**

- Anniversary Edition (Pitman New Era Shorthand)
- Pitman Shorthand Dictionary
- Typing First Course 6<sup>th</sup> Edition by Arche Drumond & Ann coles